UNITED
NATIONS

A

General Assembly

Distr.
GENERAL

A/AC.172/88/Add.11
30 April 1993

ORIGINAL: ENGLISH

COMMITTEE ON CONFERENCES
Substantive session
17-21 May 1993
Agenda item 2 (b)*

CALENDAR OF CONFERENCES AND MEETINGS: IMPROVED UTILIZATION OF CONFERENCE-SERVICING RESOURCES; MEETING STATISTICS OF UNITED NATIONS ORGANS

Report of the Secretary-General

Addendum

INTRODUCTION

1. The present report, like those that preceded it (A/AC.172/88 and Add.1-10), contains statistics showing the planned and actual utilization of conference resources allocated to a core sample of bodies that have been meeting for several years in New York, Geneva and Vienna.

2. The statistical information is presented in annexes I and II to the present document; annex III contains an analysis of the statistics in tabular and graphic form for purposes of comparing the performance of the sample of bodies as a whole over the years. In accordance with decisions of the Committee on Conferences with regard to a newly proposed methodology to run parallel with the existing methodology through 1992, the statistics of a representational sample of bodies using the experimental methodology are presented in a conference room paper (A/AC.172/1993/CRP.4).

METHODOLOGY

3. Annex I to the present report contains a listing of bodies that met in New York, Geneva and Vienna in 1992. The tables provide the number of meetings planned by each body (column A), the number of meetings actually held (column B), the number of meetings reassigned to other bodies in the event of a

---

* A/AC.172/150/Add.1.

cancellation (column C), the net number of cancellations (column D) and the number of hours and minutes lost through the late starting and early ending of meetings (column E). Column F indicates the total time not used. This is arrived at by converting the amount of time lost in late starting and early ending into the equivalent of meetings by dividing it by three, since three hours is the standard meeting time. The result is then added to the net number of meetings cancelled to show the total time lost. Column G expresses the amount of time lost as a percentage of the total number of meetings planned. The utilization factor (UF) is calculated by subtracting the figure in column G from 100 in order to indicate the percentage of available conference services actually utilized. Finally, the column headed "Change" indicates the improvement (+) or otherwise (-) in percentage points compared to the last comparable session.

4. In accordance with decisions of the Committee on Conferences, if informal meetings or consultations were held outside the scheduled meeting time, i.e., before the start or after the adjournment of a meeting, this time is not included as time lost due to late starting or early ending of meetings. In other words, the time indicated in column E does not include informal meetings or consultations held outside normal working hours.

5. Two types of calculations of the total information is provided. The first is an "overall" utilization factor arrived at by treating all the bodies in the sample as a single organ and deriving the utilization factor from the total number of meetings planned, held and cancelled and total time lost in late starting and early ending. The second is an "average" utilization factor that is arrived at by totalling the utilization factors of each body under review at each session held during a given year, and dividing that total by the number of sessions held. In each of these analyses, the assumption is that the bodies in the sample can be viewed as an index of the performance of United Nations organs as a whole. In fact, many subsidiary organs are fairly short-lived, and the utilization factor - either overall or average - can depend on individual factors that do not necessarily apply evenly to United Nations bodies. The attention of the Committee is drawn to the fact that bodies that were included in the list in previous years, but which have since ceased to function, and bodies that have worked without conference servicing resources for an extended period of time have been omitted.

6. The overall utilization for 1992 is 77 per cent, calculated as follows:

Duty station	A a/	B	C	D	E	F	G	UF
New York	612	525	33	54	313	158	25	75
Geneva	733	628	-	105	145	153	20	80
Vienna	116	105	6	5	61	25	21	79
TOTAL	1 461	1 258	39	164	519	337	23	77

a/ Explanation of column headings (applies also to annex I column headings):

A Number of meetings planned by a given organ in a scheduled session, including any additional meetings.

B Number of meetings actually held, including "informal" meetings with interpretation services.

C Number of related and unrelated reassignments, i.e., cases where conference services originally allocated to the organ in question were reallocated to working groups, etc., assisting it in its work, or where services freed by cancellations of scheduled meetings of the organ concerned were reassigned to another group wishing to meet.

D Number of scheduled meetings cancelled (number of meetings planned including any additional meetings minus the total number of meetings held and related and unrelated reassignments ((A - (B + C)).

E Total hours and minutes lost in the late starting and early ending of meetings, not including informal consultations without conference services (totals are rounded to the nearest hour).

F Grand total of meetings not used. This figure is arrived at in the following way: the total number of hours lost as shown in column E is converted into the equivalent of meetings lost by dividing by three, since the standard meeting time is three hours. The result is then added to the number of meetings cancelled as shown in column D to form the grand total of meetings lost during the session.

G Total meetings lost expressed as a percentage of meetings planned (Grand total of meetings not used as a percentage of number of meetings planned (F as a percentage of A)).

UF Utilization factor: percentage of available conference resources actually used by the organ in question (100 minus the total meetings lost as a percentage of meetings planned (100 - G)).

7. The average utilization factor of the index for 1992, is 78 per cent. As explained in paragraph 3 above, this is calculated by dividing the total of the utilization factors of each body at each of its 1992 sessions (3,259) by the total number of sessions (42).

8. For information purposes, it is noted that the overall and average utilization factors for 1991 were 78 per cent.

Annex I

BODIES MEETING IN NEW YORK, GENEVA AND VIENNA IN 1992

A. New York

Name of subsidiary body and dates of session	A	B	C	D	E	F	G	UF	Change a/
1. United Nations Development Programme (UNDP), Governing Council, organizational and special sessions 10-14 February	18	18	-	-	9.40	3	16	84	-4
2. Panel of Governmental Experts on the Register of Conventional Arms 27-31 January	10	10	-	-	5.20	2	20	80	-
3. Committee on the Elimination of Discrimination against Women 20-31 January	20	20	-	-	5.00	2	10	90	+10
4. Committee on the Peaceful Uses of Outer Space, Scientific and Technical Subcommittee 24 February-6 March	20	16	1	3	3.30	4	20	80	+2
5. Economic and Social Council - organizational session 4-7 February	8	6	-	2	5.10	4	50	50	-

Name of subsidiary body and dates of session	A	B	C	D	E	F	G	UF	Change a/
6. Commission on Transnational Corporations eighteenth session, first part 23-24 January	5	5	-	-	3.10	1	20	80	-
7. International Civil Service Commission (ICSC) 9-27 March	25	25	-	-	10.55	4	16	84	-
8. Intergovernmental Working Group of Experts on International Standards of Accounting and Reporting 5-13 March	13	12	-	1	6.10	3	23	77	-1
9. Human Rights Committee 23 March-10 April	30	29	1	-	12.30	4	13	87	+1
10. Committee on the Peaceful Uses of Outer Space 15-26 June	19	15	1	3	17.15	8	42	58	+10
11. Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization 3-21 February	28	24	1	3	8.55	6	21	79	-
12. United Nations Institute for Training and Research (UNITAR), Board of Trustees 31 August-4 September	10	7	1	2	4.25	3	30	70	+10

Name of subsidiary body and dates of session	A	B	C	D	E	F	G	UF	Change a/
13. Commission on Transnational Corporations 8-15 April	14	12	2	-	10.10	3	21	79	-
14. Committee on the Development and Utilization of New and Renewable Sources of Energy 3-14 February	20	13	3	4	12.55	8	40	60	-
15. Intergovernmental Negotiating Committee for a Framework Convention on Climate Change 18-28 February	40	36	1	3	15.30	8	20	80	-
30 April-8 May	34	29	-	5	14.40	10	29	71	-
16. Committee for Programme and Coordination, organizational session 10 April	2	1	-	1	1.00	1	50	50	-15
17. Ad Hoc Committee on the Indian Ocean 18-22 May	10	10	-	-	10.00	3	30	70	-
18. Committee on Information 30 March-16 April	28	10	9	9	15.05	14	50	50	-
19. United Nations Children's Fund, Executive Board, Committee on Administration and Finance and Programme Committee 15-26 June	33	33	-	-	10.00	3	9	91	+1

Name of subsidiary body and dates of session	A	B	C	D	E	F	G	UF	Change a/
20. Disarmament Commission 20 April-11 May	45	34	6	5	27.00	14	31	69	+7
21. Advisory Board on Disarmament Matters 22-26 June	10	8	1	1	5.45	3	30	70	+13
22. Committee for Programme and Coordination 11-22 May	18	18	-	-	6.30	2	11	89	-
23. Committee on Contributions 15 June-2 July	22	20	1	1	11.05	5	23	77	+3
24. Economic and Social Council, resumed organizational session 29-30 April	7	7	-	-	7.35	2	28	72	-
Substantive session 29 June-31 July	94	80	3	11	69.25	34	36	64	-
25. United Nations Commission on International Trade Law (UNCITRAL) and Congress on International Trade Law 4-22 May	29	27	2	-	8.20	3	10	90	+11
TOTAL FOR NEW YORK	612	525	33	54	313.00	158	25	75	-20 +60

/...

B. Geneva

Name of subsidiary body and dates of session	A	B	C	D	E	F	G	UF	Change a/
1. Commission on Human Rights									
27 January-6 March	98	97	-	1	14.20	6	6	94	+1
2. Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Population of the Occupied Territories									
7-10 January	6	5	-	1	3.30	2	33	67	+17
28 April	2	1	-	1	-	1	50	50	-
24-27 August	8	5	-	3	1.15	3	37	63	-20
3. Committee on Economic, Social and Cultural Rights									
Pre-sessional working group									
29 June-3 July	10	7	-	3	7.15	5	50	50	-
substantive session									
23 November-11 December	30	25	-	5	14.10	10	33	67	-
4. United Nations Conference on Trade and Development (UNCTAD) - Trade and Development Board: thirty-eighth session, second part									
21 April-1 May	37	35	-	2	23.45	10	27	73	+19
thirty-ninth session, first part									
28 September-14 October	104	44	-	60	44.00	75	72	28	-22

Name of subsidiary body and dates of session	A	B	C	D	E	F	G	UF	Change a/
5. International Law Commission, forty-third session									
4 May-24 July	95	93	-	2	4.25	3	3	97	-3
6. Human Rights Committee									
13-31 July	28	28	-	-	-	-	-	100	+7
19 October-6 November	32	31	-	1	2.05	2	6	94	-
7. Committee on the Elimination of Racial Discrimination									
3-14 August	20	19	-	1	.35	1	5	95	+25
8. United Nations High Commissioner for Refugees - Executive Committee									
1-9 October	20	19	-	1	4.40	3	15	85	-9
9. Preparatory Committee - World Conference on Human Rights									
30 March-10 April	36	32	-	4	21.10	11	30	70	-5
14-18 September	20	15	-	5	5.30	7	35	65	-
10. Committee against Torture									
27 April-8 May	20	15	-	5	8.05	8	40	60	-
9-20 November	20	19	-	1	1.40	1	5	95	+25
11. Committee on the Rights of the Child									
28 September-9 October	20	19	-	1	3.05	2	10	90	+7
12. UNDP Governing Council									
4-26 May	97	90	-	7	35.10	19	19	81	-1

Name of subsidiary body and dates of session	A	B	C	D	E	F	G	UF	Change a/
13. Committee on the Peaceful Uses of Outer Space, Legal Subcommittee 23 March-10 April	22	22	-	-	9.35	3	14	86	+8
14. Intergovernmental Negotiating Committee for a Framework Convention on Climate Change 7-10 December	8	7	-	1	1.00	-	12	88	-
TOTAL FOR GENEVA	733	628	-	105	145.00	153	20	80	-60 +109

C. Vienna

Name of subsidiary body and dates of session	A	B	C	D	E	F	G	UF	Change a/
1. Commission on Narcotic Drugs, thirty-fourth session									
6-15 April	24	24	-	-	12.00	3	12	88	+12
2. Commission on the Status of Women, thirty-fifth session									
11-20 March	16	16	-	-	14.00	5	31	69	-12
3. United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA) Provident Fund Advisory Committee									
7-8 May	4	4	-	-	-	-	-	100	-
5-6 November	4	4	-	-	-	-	-	100	-
4. United Nations Scientific Committee on the Effects of Atomic Radiation, fortieth session									
15-19 June	20	10	6	4	9.00	7	35	65	+5
5. UNRWA, Advisory Commission									
10 September	2	2	-	-	-	-	-	100	-
6. Commission on Crime Prevention and Criminal Justice									
21-30 April	16	15	-	1	10.00	4	25	75	-

Name of subsidiary body and dates of session	A	B	C	D	E	F	G	UF	Change a/
7. International Narcotics Control Board									
6-10 January	10	10	-	-	7.00	2	20	80	-15
4-15 May	20	20	-	-	9.40	3	15	85	-4
									+17
TOTAL FOR VIENNA	116	105	6	5	61.00	25	21	77	-31

a/ Increase (+) or decrease (-) in utilization factor percentage points compared with comparable session of previous year. - indicates either no change or no comparable prior session.

Annex II

UTILIZATION FACTOR OF UNITED NATIONS ORGANS MEETING AT NEW YORK, GENEVA AND VIENNA, 1983-1992

Name of body	1983	1984	1985	1986	1987	1988	1989	1990	1991	1992
1. UNDP, Governing Council, organizational sessions	80	100	88	89	100	100	88	90	88	84
substantive session	87	69	68	79	93	84	89	85	82	81
2. Committee on the Peaceful Uses of Outer Space	55	44	79	69	77	58	68	74	48	58
3. Committee on the Peaceful Uses of Outer Space, Scientific and Technical Subcommittee	55	44	67	61	78	67	78	75	78	80
4. Committee on the Peaceful Uses of Outer Space, Legal Subcommittee	61	63	61	42	57	59	67	84	78	86
5. Committee on the Elimination of Discrimination against Women	85	75	80	85	85	83	100	90	80	90
6. Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization	70	74	60	63	79	81	57	79	79	79
7. Human Rights Committee	79	80	75	75	83	82	82	80	86	87
	70	70	60	77	87	80	80	93	93	100
	62	70	60	-	80	83	80	93	94	94
8. Ad Hoc Committee on the Indian Ocean	30	40	35	39	35	46	50	60	70	70
	45	40	50	43	39	55	36	83	62	-
	55	50	56	-	-	-	-	-	-	-
9. UNCITRAL	69	75	87	82	85	75	80	81	79	90
10. UNITAR, Board of Trustees	50	80	100	80	80	70	80	70	60	70
11. Committee for Development Planning	69	-	63	50	75	75	75	50	90	-

/...

	Name of body	1983	1984	1985	1986	1987	1988	1989	1990	1991	1992
12.	UNICEF, Executive Board, Committee on Administration and Finance and Programme Committee	75	100	86	86	89	84	86	77	90	91
13.	Advisory Board on Disarmament Matters	56	60	70	80	70	60	a/	-		
		-	70	60	80	78	80	57	67	57	70
14.	Disarmament Commission	61	37	51	57	52	45	58	73	62	69
15.	Committee for Programme and Coordination,										
	organizational sessions	-	-	-	-	100	-	50	-	100	50
	substantive sessions	79	79	88	85	93	84	84	76	89	89
	resumed sessions	-	-	-	-	-	86	75	-	-	-
16.	Committee on Contributions	61	60	74	73	72	71	78	77	74	77
17.	Committee on Information,										
	organizational sessions	25	25	80	25	25	-	-	-	-	-
	substantive sessions	75	75	63	56	61	43	54	50	50	50
	resumed sessions	-	-	-	-	-	50	-	-	-	-
18.	ICSC (New York sessions)	83	82	70	90	79	77	90	78	83	84
19.	Commission on Human Rights	-	61	64	89	79	89	89	90	93	94
20.	Committee on the Elimination of Racial Discrimination	77	67	73	73	87	-	-	-	73	-
		67	65	63	-	70	70	60	87	70	95
21.	Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Palestinian People and Other Arabs of the Occupied Territories b/	-	-	-	-	25	20	25	67	50	67
		33	33	39	50	40	25	25	67	50	50
		-	-	-	-	-	50	30	60	83	63
22.	International Law Commission	71	75	75	88	98	97	97	100	99	97
23.	United Nations Joint Staff Pension Board	40	100	100	83	67	90	94	67	94	-
24.	Commission on Narcotic Drugs	94	90	94	90	94	95	80	80	76	88
25.	Commission on the Status of Women	62	56	81	67	80	88	100	85	81	69

	Name of body	1983	1984	1985	1986	1987	1988	1989	1990	1991	1992
26.	UNRWA,										
	Provident Fund	75	100	100	100	100	100	100	100	100	100
	Advisory Committee	-	100	-	100	100	100	100	100	100	100
27.	International Narcotics Control Board	78	90	90	100	100	89	94	85	95	80
		89	82	93	95	95	93	95	95	89	85
28.	United Nations Scientific Committee on the Effects of Atomic Radiation (thirty-first to fortieth sessions)	80	72	86	70	77	100	45	100	60	65
29.	Committee on Crime Prevention and Control	-	81	-	75	-	81	-	85	-	-
	Commission on Crime Prevention and Criminal Justice	-	-	-	-	-	-	-	-	-	75
30.	UNRWA, Advisory Commission	100	100	100	100	100	100	100	100	100	100
31.	Committee on Non-Governmental Organizations							80		75	-
32.	Statistical Commission	81	-	81	-	94	-	94	-	94	-
33.	Population Commission	-	100	75	-	69	-	88	-	69	-
34.	Commission for Social Development	75	-	69	-	50	-	81	-	63	-

Name of body	1983	1984	1985	1986	1987	1988	1989	1990	1991	1992
35. High-level Committee on the Review of Technical Cooperation among Developing Countries	67	-	82	-	84	-	67	-	70	-
COMBINED UTILIZATION FACTOR	2 626	2 834	3 096	2 743	3 527	3 054	3 290	3 053	3 536	
NUMBER OF SESSIONS	39	40	42	37	46	41	44	38	46	

In addition to the foregoing information, and in accordance with a decision of the Committee on Conferences to expand the core sample of bodies whose statistics were presented for review in the A/AC.172/88 series of documents, statistical information with regard to the following committees is also included in annex II. The grand total follows thereafter.

	1990	1991	1992
Committee on Economic, Social and Cultural Rights	77	80	50 67
UNCTAD, Trade and Development Board	39 57	54 50	73 28
UNHCR, Executive Committee	86	94	85
Commission on Transnational Corporations	87	88	79
GRAND TOTAL COMBINED UTILIZATION FACTOR	3 121	4 046	3 259
NUMBER OF SESSIONS	45	53	42

a/ The Advisory Board met in a single consolidated session for the first time in 1989.

b/ By General Assembly resolution 44/48 A, the Special Committee was renamed Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Palestinian People and Other Arabs of the Occupied Territories.

Annex III

ANALYSIS OF THE STATISTICS

1. The table in annex II shows the utilization factors for a number of United Nations organs over the period from 1983-1992. Treaty bodies have been included, but bodies established on an ad hoc basis, such as expert groups and other bodies meeting as required or otherwise not convening on a regular sessional basis have been omitted. Bodies that were included in the list in previous years but which have since ceased to function have also been omitted.

2. As explained in paragraphs 5 to 8 of the present report, it is possible to assess the performance of United Nations organs in general by calculating the overall and the average utilization factor in respect of a group of organs. The calculation of the average utilization factor for the period 1983-1992 was as follows:

	1983	1984	1985	1986	1987	1988	1989	1990	1991	1992
Total utilization factor	2 626	2 834	3 096	2 743	3 527	3 054	3 290	3 121	4 056	3 259
Divided by										
Total number of sessions	39	40	42	37	46	41	44	45	53	42
Average utilization factor	69	71	74	74	77	75	75	70	77	78

3. In 1992, the total number of sessions held by the bodies under review was 42 and the total utilization factor was 3,259. The average utilization factor for the bodies in 1992 was therefore 78 per cent (3,259 divided by 42). The results produced by this method show a continued trend by which the bodies under review taken as a whole are generally exceeding the 75 per cent utilization set by the Committee as a target in 1983.

4. It is also possible to depict the utilization factors in tabular form. The data can be summed as follows: figures for 1983 and 1991 are taken from annex II of document A/AC.172/88/Add.10, and are provided for comparison purposes.

Utilization factor (percentage)	Number of sessions 1983	1991	1992
Between 0 and 14	-	-	-
15-24	-	-	-
25-34	3	-	1
35-44	1	-	-
45-54	2	6	4
55-64	9	6	2
65-74	7	7	9
75-84	12	14	9
85-100 per cent utilization	5	20	17
Total number of sessions	39	53	42

5. In other words, of the 39 sessions held in 1983 by the bodies under review, 17, or 43 per cent, used the resources made available to them with 75 per cent efficiency or better. The number of sessions registering 55 to 74 per cent was 16, or 41 per cent of the whole, and the number of sessions registering 54 per cent utilization or less was 6 out of the 39, or 15 per cent.

6. In 1992, five bodies (12 per cent of the sample) fall in the lowest range of 0-54 per cent utilization, compared with 12 per cent of the sample in 1991 in this category.

7. The figures given above are summarized in the following table:

Percentage of conference resources utilized	Percentage of sessions held 1983	1991	1992
75-100	44	64	62
55-74	41	24	29
0-54	15	12	12